



U.S. DEPARTMENT of STATE

REPORTING THE BIRTH OF A CHILD IN GERMANY TO U.S. CITIZENS

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a report of birth & passport without a scheduled appointment.

Please check the appropriate box in front of each document you collect which pertains to you.

☐ Completed **"Application for Consular Report of Birth"** (DS-2029). **DO NOT SIGN!**

☐ Completed **Form DS 11, Passport Application. DO NOT SIGN!** - Effective February 1, 2008, for children under age 16, at the time of application, the presence of **both** parents is **required** to provide unequivocal consent to passport issuance by signing the application form in front of the Consular Officer. If there are extraordinary circumstances and both parents cannot attend, such as one parent not present in country, an English language, notarized Statement of Consent **must** be submitted from the absent parent. If the parent has sole custody, an original or court certified copy of the custody order granting sole custody must be submitted with the application.

☐ Completed **Form SS-5 (Application for a Social Security Number)** – signed by the U.S. citizen parent.

☐ **Child's German Birth Certificate – "Eintrag aus dem Geburtenregister"**

This is the German Birth Certificate, issued by local authorities. This document must show the biological parents' names. Short form birth certificates, which do not indicate parentage, are not acceptable.

☐ **Parents' marriage certificate**

Original certificate issued by local, state, or national government authorities. If your marriage certificate is in a language other than German or English, a certified translation must be provided. The original certificate must be presented along with any translation. *Original certificate and one photocopy.*

☐ **Divorce Decrees/Death Certificates, if applicable**

It will be necessary to show termination of all prior marriages for both parents. Please bring certified translations, if appropriate.

☐ **Evidence of parent's US citizenship**

The U.S. citizen parent must present his/her U.S. passport. If the U.S. citizen parent was naturalized he/she must bring the original Certificate of Naturalization in addition to the passport. *Original document and photocopies.*

☐ **If the parents are not married**

Affidavit of Paternity and Support is required for an applicant born to an unmarried U.S. citizen father.
DO NOT SIGN!

☐ **Evidence of physical presence**

The U.S. citizen parent must bring proof of living in the United States. Primary evidence documents that may establish your physical presence in the U.S. before the child's birth include: Transcripts from High School and/or College, Wage Statements, DD214 Separation Statement (Military Members only). Secondary evidence include: Credit Card Bills, Utility bills, Tax forms, Airline ticket stubs, Former/Current Passport with stamps. *Original document and photocopies.*

☐ **Passport/Identification document for non-U.S. Citizen Parent**

A non-U.S. citizen parent must bring his/her passport or other photo identification document, and *one photocopy of it.*

☐ **Application Fee**

The fee for a Consular Report of Birth is \$65. The fee for a child's passport under 16 is \$85 OR \$100 for children over 16. Accepted Payment Methods are: Cash (either dollars or euros), Credit card (Visa, MasterCard, American Express, Discover, or Diners Club).

☐ **Photos**

Two identical passport photographs are required. Passport photos can also be taken at the Consulate. The cost of photos is €6 in coins.

☐ **Self-addressed envelope**

Please bring a self-addressed, return envelope with postage to cover registered mail (€3.60), to fit unfolded A4 papers. Address it to a parent.

If you do not bring the required documentation, we will suspend processing of the application and you will need to schedule another appointment.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Date

Signature